

# ASSIGNMENT 7

Textbook Assignment: "Mail Handling and Transportation," chapter 9, pages 9-1 through 9-49.

---

- A. Unit postal officer
- B. Mail clerk
- C. Mail orderly
- D. Administrative officer

IN ANSWERING QUESTIONS 7-1 THROUGH 7-3, REFER TO THE ABOVE FIGURE. SELECT THE PERSON WHOSE DUTY IS DEFINED IN THE QUESTION.

- 7-1. Maintain an up-to-date directory on personnel being served.
- 7-2. Supervises the operation of a unit mailroom.
- 7-3. Delivers personal mail to addressees only.
- 7-4. Mail orderly is an individual designated by proper authority to do mail duties in association with the operation of a unit mailroom.
  - 1. True
  - 2. False
- 7-5. Mail clerk is an individual designated to perform mail-handling duties.
  - 1. True
  - 2. False
- 7-6. How must combinations and keys to the post office be safe guarded?
  - 1. Sealed in envelope 3966 and sign over to designated representative
  - 2. Sealed in envelope 3977 and sign over to designated representative
  - 3. Maintained by your unit mail orderly
  - 4. Maintained by your unit mail orderly
- 7-7. Which of the following individuals would normally be allowed access to a unit mailroom while the unit postal clerk is conducting official business?
  - 1. SN Jones who is visiting the unit postal clerk
  - 2. Mr. Smith who is selling mutual funds
  - 3. The unit postal clerk's brother-in-law who is in the Navy, visiting, while on authorized leave
  - 4. Working party
- 7-8. What type of mail must be locked when responsible individual are not physically present?
  - 1. First class mail
  - 2. Magazines
  - 3. Newspapers
  - 4. Express mail

- 7-9. Security of U.S. mail by unit mailrooms includes which of the following actions?
1. The mail-handling areas must be locked when the responsible individual is/are physically present
  2. Mail in the custody of mail clerks or mail orderlies must not be subject to delay, interception, or seizure
  3. Mail must be delivered only to the addressee or an agent designated in writing by the addressee
  4. All of the above
- 7-10. If the situation requires U.S. mail to be transported in a privately owned vehicle, permission to do so must be obtained from what official?
1. The commanding officer
  2. The unit postal officer
  3. The executive officer
  4. The postmaster of the serving postal activity
- 7-11. The most common method of delivering mail to addressees by naval activities is the use of what type of system?
1. General delivery
  2. Mail orderlies
  3. Mail receptacles
  4. Mail clerks
- 7-12. Damaged articles received in closed bags at unit mailrooms should have what endorsement placed on them?
1. **DAMAGED IN ORDINARY MAIL AT (location)**
  2. **DAMAGED IN HANDLING IN THE POSTAL SERVICE**
  3. **DAMAGED IN HANDLING IN THE MILITARY POSTAL SERVICE**
  4. **DAMAGED IN HANDLING**
- 7-13. Mail addressed in care of another person or addressed to more than one addressee must be returned to the sender.
1. True
  2. False
- 7-14. Official registered mail received in the ordinary mail at unit mailrooms should be disposed of in which of the following manners?
1. Prepare PS Form 3883 and deliver the registered article to the appropriate mail orderly
  2. Prepare a modified PS Form 3877 in duplicate for the return of the registered article
  3. Return the registered article to the registry section of the serving post office
  4. Both 2 and 3 above
- 7-15. Which of the following statements is NOT correct pertaining to the delivery of mail at a unit mailroom?
1. Postage-due mail will be collected before delivery to the addressee
  2. Postage-due and special delivery mail will be delivered as regular mail
  3. C.O.D. mail will be returned to the serving post office for processing
  4. Postage due will not be collected
- 7-16. If the addressee refuses an article and declines to sign and date the refused article, which of the following procedures should the delivery mail clerk follow?
1. Endorse the article **REFUSED BY ADDRESSEE**
  2. Date and sign the article
  3. Both 1 and 2 above
  4. Endorse the article **REFUSED** and dispose of as waste

- 7-17. Stamps found loose in the mail at a unit mailroom will be disposed of in what manner?
1. Forwarded to serving post office
  2. Destroyed
  3. Turned over to the unit postal officer
  4. Returned to MPSA with a letter of explanation
- 7-18. Before receipting for official registered mail, the unit mail clerk should follow which of the following procedures?
1. Ensure all articles being receipted for are listed on the form
  2. Ensure all articles being receipted for are in good condition and have not been tampered with
  3. Ensure that any repaired or rewrapped articles have the endorsement **DAMAGED IN HANDLING IN THE POSTAL SERVICE** placed on the wrapper or container
  4. All of the above
- 7-19. A departmental mail orderly receipts for official registered mail from a unit mail room. Which of the following PS forms is/are used for the proper receipting procedure?
1. PS Form 3812
  2. PS Form 3850
  3. PS Form 3883
  4. Both 2 and 3 above
- 7-20. A unit mail clerk returning undeliverable registered mail to the registry section of the serving post office uses what modified PS form for a record of disposition?
1. PS Form 3849-A
  2. PS Form 3850
  3. PS Form 3854
  4. PS Form 3877
- 7-21. When should you send out a second 3849 notice to the addressee to pickup his accountable mail from the post office?
1. 5 days
  2. 10 days
  3. 15 days
  4. 20 days
- 7-22. If requested by the mailer, to which of the following types of mail can restricted delivery services apply?
1. Numbered insured
  2. Certified
  3. Both 1 and 2 above
  4. Unnumbered insured
- 7-23. An incoming article that has restricted delivery services requested can be identified by what endorsement(s) on the article?
1. RESTRICTED DELIVERY only
  2. PERSONAL only
  3. RESTRICTED DELIVERY and PERSONAL
  4. DELIVER TO ADDRESSEE ONLY
- 7-24. Addressees can authorize the delivery of mail, including restricted delivery mail that is addressed to them, by completing and filling what PS form at the serving military post office?
1. PS Form 3801
  2. PS Form 3811
  3. PS Form 3849-A
  4. PS Form 3849-B
- 7-25. MODIS is a system used to measure transit times.
1. True
  2. False

- 7-26. MODIS scanning is required each time mail is received, whether the mail is for your command or for mail you have received for further transfer.
1. True
  2. False
- 7-27. What form authorized a mail orderly to pick up mail?
1. PS Form 3849
  2. PS Form 3883
  3. DD Form 285
  4. DD Form 385
- 7-28. All damaged mail that requires rewrapping or resealing should be endorsed DAMAGED IN HANDLING IN THE POSTAL SERVICE.
1. True
  2. False
- 7-29. What disposition instruction should you make for obvious value items found loose in the mail?
1. Should be given to the chaplain
  2. Should be destroyed
  3. Return to nearest FMC
  4. Send registered mail to the appropriate accountable postmaster
- 7-30. What form is used to report a discrepancy in the handling of mail?
1. DD Form 2276
  2. DD Form 2275
  3. DD Form 2274
  4. DD Form 2273
- 7-31. Incoming items prepaid for special delivery should bear a label printed in what color?
1. Blue
  2. Black
  3. Green
  4. Red
- 7-32. Which endorsement is not an insurance endorsement according to the language of the country of origin?
1. INSURED
  2. ASEGURADO or VALOR DECLARADO
  3. AVIS DE RECEPCION
  4. VD
- 7-33. What is the PS form number for an International Return Receipt?
1. PS Form 2685
  2. PS Form 2865
  3. PS Form 2568
  4. PS Form 2856
- 7-34. Mail log must be maintained on file for what period of time?
1. 3 months
  2. 6 months
  3. 9 months
  4. 12 months
- 7-35. What is the most important step in the mail delivery cycle?
1. Processing and makeup
  2. Delivery
  3. Accountability
  4. Registering

- 7-36. Who usually supplies collection boxes for ships?
1. MPSA
  2. USPS
  3. JMPA
  4. COMNAVSEASYS COM
- 7-37. When requisitioning three position tumbler locks you should requisition them in what quantities?
1. 6 or 10
  2. 6 or 12
  3. 8 or 10
  4. 8 or 12
- 7-38. Mail collections should be displayed on all collection boxes using what USPS item?
1. D1175
  2. D1275
  3. D1300
  4. D1500
- 7-39. Mail with insufficient postage should be returned to sender.
1. True
  2. False
- 7-40. Mail without postage should be returned to sender.
1. True
  2. False
- 7-41. When is free mail authorized?
1. When station over seas
  2. When serving in a combat area
  3. When mailing to a ship station in Guam
  4. When authorized by the commanding officer
- 7-42. What type of mail may be sent free?
1. Registered mail
  2. Certified mail
  3. Postcards
  4. Insured mail
- 7-43. When can IDS mail be sent to the United States?
1. When the addressee has moved back to CONUS
  2. While station in GUAM
  3. When sent to dead mail branch SFO
  4. Never
- 7-44. How many days a week should overseas and aboard deployed units should schedule pickups from collections boxes?
1. 4 days
  2. 5 days
  3. 6 days
  4. 7 days
- 7-45. What is the maximum limit on philatelic covers per collector?
1. 3
  2. 4
  3. 5
  4. 10
- 7-46. A full sized managed mail tray hold an average of how many letters?
1. 300
  2. 600
  3. 900
  4. 1200

- 7-47. Mail trays are intended to be used how many times before a tray should be discarded?
1. 1
  2. 10
  3. 20
  4. 30
- 7-48. What is the maximum weight of mail you can place in canvas bags?
1. 50 lbs
  2. 70 lbs
  3. 90 lbs
  4. 100lbs
- 7-49. Slide labels should be ordered of what form?
1. PS Form 1578-B
  2. PS Form 1578-A
  3. PS Form 1000
  4. PS Form 900
- 7-50. What official or agency pays for transportation charges for FPO mail from JFK, New York, NY, to Naval Station, ROTA, Spain?
1. USPS
  2. Department of the Army
  3. Department of the Navy
  4. Joint military postal activity
- 7-51. What official or agency pays for transportation charges for FPO mail from JFK, New York, NY, to Naval Station, Norfolk, VA?
1. USPS
  2. Department of the Army
  3. Department of the Navy
  4. Joint Military Postal
- 7-52. The type of transportation used for the transport of military mail by Navy post offices depends on which of the following factors?
1. The location of the unit
  2. The method of transportation available
  3. The lead time required to ensure delivery
  4. Each of the above
- 7-53. The use of foreign air carriers is limited to those routes where AMC and U.S. carriers do not operate.
1. True
  2. False
- 7-54. The use of Military Airlift Command carriers for the movement of military mail is limited to what factor?
1. U.S. commercial carrier service for the desired route is not available
  2. U.S. commercial carrier service for the desired route is not adequate
  3. Either 1 or 2 above, depending on the situation
  4. Military Airlift Command must only be used for intra-area mail transports
- 7-55. The use of Sea-Van containers for the transport of surface mail serves which of the following purposes?
1. Provides security for the mail
  2. Eliminates unnecessary handling of the mail
  3. Both 1 and 2 above
  4. Provides for a more accurate mail piece count

- 7-56. While military mail is transported, when, if ever, is a tin-band seal required in addition to the lock to secure the doors of a mail vehicle?
1. When the vehicle driver is a designated Postal Clerk and registered mail is not included in the dispatch
  2. When the vehicle driver is not a designated Postal Clerk and has access to the key or combination to the lock
  3. When the vehicle driver is a designated Postal Clerk and registered mail is included in the dispatch
  4. Never
- 7-57. Military mail that is transported on any domestic or foreign commercial air carriers should be documented on what form?
1. DD Form 1384
  2. PS Form 2900
  3. PS Form 2942-A
  4. OPNAV Form 5110/9
- 7-58. PS Form 2942-A is printed in set of how many sheets?
1. 5
  2. 7
  3. 10
  4. 13
- 7-59. What form number is TCMD?
1. DD 1384
  2. DD 1385
  3. OPNAV 5110/9
  4. OPNAV 5110/5
- 7-60. When mail is transported by opportune aircraft, the mail should be manifested on what form?
1. OPNAV Form 5110/9
  2. NAVEURGEN Form 2700/2A
  3. Either 1 or 2 above, depending upon the desires of the dispatching activity
  4. DD Form 1384
- 7-61. You must retain signed copies of manifests used to dispatch registered mail what number of years?
1. 1 year
  2. 2 years
  3. 3 years
  4. 4 years